

**COMMONWEALTH OF VIRGINIA**  
**DEPARTMENT OF ENVIRONMENTAL QUALITY**  
*Northern Regional Office*  
**Mobile Source Operations Section**

<b>OPERATIONAL ORDER</b>	<b>NUMBER</b>  6	<b>EFFECTIVE DATE</b> May 2, 1991 <b>Revised:</b> April 16, 2008
<b>SUBJECT</b> DATA DISK PROCEDURES AND VEHICLE INSPECTION REPORT VOIDING PROCESS	<b>ORIGINATING UNIT</b>  MOBILE SOURCE OPERATIONS SECTION	

**I. DISK ISSUANCE/RETURN**

Vehicle Emissions Compliance Officers (VECO) shall obtain formatted blank high density disks from the Program Support Technician Senior or designee as necessary. These disks will be used by the VECO to correct an error or problem with a certified analyzer system floppy disk. The VECO must then return the disk that was removed from the certified analyzer system to the Mobile Source Technical Officer or Program Manager. Any inspection data contained on the removed disk that has not yet been transmitted by the certified analyzer system to the vehicle inspection database (VID) must be recovered and downloaded to the VID in an expeditious manner. Instructions provided by the data management contractor shall be implemented to accomplish such download. This may be accomplished by downloading the file(s) directly to the VID in accordance with such instructions, sending the disk(s) to the contractor by mail, or by attaching the file(s) on the disk(s) to an e-mail addressed to the contractor.

**II. VOIDED VEHICLE INSPECTION REPORTS**

A voided vehicle inspection report (VIR) is an inspection report that was not issued to the citizen because of a printer error, data input error, inspection procedure error or some other reason. The VIR is to be manually voided by the inspector by writing the word, "VOID" on it, the reason for the void, the report number issued in lieu thereof, and initialing and dating the VIR. Voided VIRs are to be retained by the station for review, verification and retrieval by the VECO. When retrieved by the VECO, a "Voided Vehicle Inspection Reports" form (see attachment) will be completed in duplicate, identifying the voided VIRs retrieved from the station; one copy will be presented to the station as a receipt, and the other will be attached to the voided VIRs for return to the Mobile Source Operations Section office. The VIRs and form are then handled appropriately for data entry, filing and/or other action as necessary.